

## WAVENDON PARISH COUNCIL

### EMERGENCY ACTION PLAN FOR THE COMMUNITY CENTRE

*PLEASE ENSURE THAT YOU FAMILIARISE YOURSELF WITH THE LOCATION OF ALL THE FIRE EXITS **ON THE ATTACHED PLAN (see page 2)** AND FIRE FIGHTING EQUIPMENT THAT ARE MENTIONED BELOW **IN RED***

#### ASSEMBLY POINT - CAR PARK AT THE FRONT OF THE COMMUNITY CENTRE

##### ACTION ON DISCOVERY OF FIRE

- Sound the alarm using the nearest fire alarm call point (red break glass unit)
- Leave the building by the nearest fire exit **(there are five fire exits, one at the entrance door, three in the main hall and one in the bar).**
- Once you are sure everyone is safely out of the building shut all external doors
- Do not re-enter the building
- Report to the assembly point
- Call the fire brigade by mobile phone (after leaving the building)
- Liaise with the fire brigade on their arrival
- Fire extinguishers are located around the building **(in the main hall, kitchen, power room, function room, changing room and in the passage to the changing rooms. there is also a fire blanket in the kitchen).**

*Wavendon Parish Council make provision of fire fighting equipment for the safety of all who use the Community Centre. It is our policy to advise all users on discovery of fire to leave the building immediately and not to re-enter. Extinguishers can be activated should fire stand between you and the nearest exit.*

- Do not put yourself at risk

##### ACTION ON HEARING ALARM

- Leave the building by the nearest exit and do not stop to collect belongings
- Do not re-enter the building
- Report to the assembly point
- Call the fire brigade by mobile phone (after leaving the building)
- Liaise with the fire brigade on their arrival

##### VISITORS

- Ensure all visitors and contractors are taken to the assembly point
- Assist any disabled persons with their evacuation as necessary

##### GAS LEAKS

- If you smell gas—do not try to identify the source of the leak and evacuate the hall immediately, using the fire doors if necessary,
- Turn off the gas at the meter – The gas meter is located outside the front entrance door and you will find a key to the Gas Meter on the Notice Board in the Main Hall. Do not turn on again until you are sure that it is safe to do so.
- Put out naked flames — do not turn electrical switches on or off and open windows and doors but ensure no one re-enters the hall.
- Immediately contact the National Gas Emergency Number 0800 111 999, and follow their instructions
- Inform the Hall Manager (01908 582632). If the HM is not available, please ensure that someone remains at the hall to prevent anyone going into the hall and to give access to National Gas Emergency personnel, who will arrive within one hour.

##### WATER LEAKS

- To turn off the water, one stop tap is located under the sink in the kitchen and there are two more in the store room.

##### FIRST AID/ACCIDENTS

- There is a first aid box in the kitchen and the nearest hospital with A & E facilities is Milton Keynes Hospital NHS Foundation Trust, Standing Way, Eglestone, Milton Keynes, MK6 5LD